



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
Tel: 01798 344883

clerk@petworth-tc.gov.uk

A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 17TH OCTOBER 2019 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

PRESENT

Cllr C. Kemp (Chairman)	Cllr C. Smith
Cllr R. Booth	Cllr A. Copus
Cllr P Hewlett	Cllr M Peet
Cllr J. Fynes	Cllr N. Fox
Cllr J. Thorpe	Cllr H. Desai
Cllr E. Singleton	Cllr C. Sproson

Also present were Laura Smith, Town Clerk and Janet Duncton, West Sussex County Councillor (from 7.50pm).

There were no members of the public present.

143/19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off and advised that the meeting would be recorded for the purposes of the minutes. He pointed out the fire escape route.

The Chairman advised of a South Downs National Park Authority workshop taking place in Midhurst on the 23rd October. Cllr Kemp reported that he and Cllr Atkins would be attending and extended the invite to all Councillors.

The Chairman reported that meetings are scheduled with representatives from Compass Travel and Stagecoach to discuss bus routes and stops in the Town.

144/19 APOLOGIES FOR ABSENCE

Apologies were received from Chichester District Councillor Eileen Lintill, Cllr D. Burden, Cllr J. Scallon and Cllr S. Atkins.

145/19 DECLARATIONS OF INTEREST

Councillors declared no disclosable pecuniary and non-pecuniary interests in any item of business on the agenda.

146/19 MINUTES OF LAST MEETING

Upon the proposal of Cllr Copus, seconded by Cllr Smith, the minutes of the Meeting of the Town Council held on 19th September 2019 were approved as an accurate record and signed as such by the

Chairman.

147/19 MATTERS ARISING

There were no matters arising from the minutes of 19th September that were not covered elsewhere in the agenda.

148/19 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

149/19 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

West Sussex County Councillor Janet Duncton reported that West Sussex County Council's Full Council would be meeting on the 18th October following which a report on Children's Services will be released to the public. Cllr Duncton advised that all Children's Houses in the County have been rated as good and outstanding, year on year however she expects that it will be at least 2 years before the County is operating at the level it should be across the Children's Services department. She reported that the Fire Service is performing well under the leadership of the new Chief Fire Officer. Cllr Duncton advised that the County Council has employed a number of new social workers to ensure the case load across the County can be managed effectively. She asked Councillors to let her know of any local residents who should be nominated for the Queen's Award for Voluntary Service.

150/19 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meeting held on 17th September 2019 were accepted.

Cllr Copus reported that the accounts are in a good position with an underspend of 6% on the run rate for the year to date. He advised that as we are now half way through the year, a full year forecast will be provided at the next meeting.

Cllr Copus detailed a number of payments made since the Finance & General Purposes Committee meeting on 15th October 2019, requiring reimbursement to the Clerk and Cllr Copus. These include a £35 fee for a small claims application to recover outstanding monies owed from Petworth Marquee Hire, various Christmas lights and cabling. Under the proposal of Cllr Copus, seconded by Cllr Desai, payments of £35 to the Clerk and £1128.92 to Cllr Copus were approved.

Cllr Scallon reported of the traffic working group's recommendation to replace a number of signs around the Town at a cost of £1,382. Under the proposal of Cllr Copus, seconded by Cllr Singleton, a payment of £1,382 was approved.

Cllr Kemp advised that the current Town Council mobile phone was not fit for purpose and recommended Council approve an upgrade to the handset and a renewed contract with BT at an additional cost of £25 per month. Under the proposal of Cllr Kemp, seconded by Cllr Booth, it was agreed to upgrade the handset and renew the contract with BT as per the quote received by the Clerk.

151/19 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Singleton, seconded by Cllr Smith, the minutes of the meeting of the Highways, Traffic and Planning Committee held on 14th August and 11th September 2019 were accepted.

Cllr Kemp reported that the repairs to the Jubilee Walk wall have been submitted for planning approval. He advised that preparatory ground works may begin over the winter.

Cllr Kemp reported that the committee has agreed to undertake a review of the Town Council's Neighbourhood Plan as it is now 5 years old. He advised that the Clerk has contacted Nexus Planning to request their support with the review and that we are expecting a proposal and quote in due course.

152/19 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Copus, the minutes of the Open Spaces Committee meeting held on 7th August and 11th September 2019 were accepted.

Cllr Peet reported that the improvements to Rosemary Gardens have now been completed with positive feedback received.

He advised that a noise survey took place at Hampers Common over a 3-week period in the summer; 1 week before the school holidays and 2 weeks during the school holidays. At a recent meeting with colleagues from Chichester District Council, we were advised that noise levels were not excessive and were within the required limits.

Cllr Peet reported that Mr A. Ashton-Smith has made improvements to the alignment of the slide in the play area at Hampers Common and it was unanimously agreed to report the Council's thanks to Mr Ashton-Smith for his efforts.

Cllr Kemp advised that the surface at Hampers Common had been damaged following the recent Fair hence temporary tracking has been installed to reduce the likelihood of any further potential damage. He reported that improvements to the Common will take place when the weather allows, in Spring 2020.

Cllr Peet reported that the Phone Box is in place and has been fully glazed and painted with many positive comments forthcoming from the community. He advised that Roger Hanauer will be painting the gold crests on the Phone Box in the coming days.

153/19 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Kemp reported that following the recent AGM, a new committee is now in place. He advised that the PBA have recently installed new signage in the main car park to make it clearer for users how to purchase the required ticket.
- b) **Traffic Calming working group** – Cllr Scallon advised of the scheduled improvements to white lining and signage in North Street and Angel Street and reported that all residents in both roads have received a letter to inform them of the plans. Cllr Scallon reported that it is likely the Town Council will require a Traffic Regulation Order (TRO) should we decide to request a speed limit reduction in the Town to 20mph and advised that this may come at a cost in the region of £7,500. He advised that we are waiting to hear from West Sussex County Council as to whether the speed limit reduction is a possibility for Petworth.
- c) **Petworth Sports** – Cllr Peet advised that the Clerk has sent a letter to the Park to request an extension to the lease at the Sports Ground as this is required before any capital improvements can be made at the site. Funding has been secured for the installation of cricket nets at a cost of £25,000 however security of tenure on the site is required before any works can commence. Cllr Peet reported that the Chichester & District Archaeology Society have recently completed a Geophysical Study of the sports ground and given the “all clear” to the pitch areas for development, with further work required to the area assigned to a Multi-Use Games Area.
- d) **Petworth Tourism** – Cllr Kemp advised that Terms of Reference have been drafted and the group will be renamed as Petworth Visitors Working Group. He reported that the working group will be Chaired by Cllr Singleton and that Cllr Booth will produce and circulate minutes from the meetings. Cllr Kemp suggested that representatives from Petworth Business Association and the National Trust should be sought for the working group. He also reported that Jake from The Flying Ducks refreshments kiosk in the Deer Park would like to be part of the working group.
- e) **New Premises** – Cllr Kemp reported that he and the Clerk had recently met with Sam Collins from Chichester District Council to discuss the potential renewal of our lease at the Old Bakery. He advised that the current lease comes to an end in Spring 2020 and that Chichester District Council have agreed to consider a short-term lease which will be more appropriate for the Council while we explore our options for relocation to a more suitable facility. Cllr Kemp also advised that as part of Chichester District Council's options appraisal of the site, one of the ideas being suggested is to extend the Old Bakery in to the car park in some way. He reported that this may include an accessible office which the Town Council could either invest in to, or pay a commercial rent for.

Cllr Peet reported that the Clerk has sent a letter to the Leconfield Hall in order to meet and discuss the potential for a community hub facility within the Hall. He advised that the Clerk had received a positive response and that it is hoped a meeting date will be agreed in the near future.

- f) **Community Hub** – Cllr Thorpe advised that the group met last week and is at an impasse as the location of the hub is unknown. She reported that the group is collating information regarding what is already available for the community and are making “soft” approaches to some of these groups to explore whether they would like to be part of the community hub. Consultation has taken place through Facebook and Petworth Pages.
- g) **Christmas Event** – Cllr Kemp reported that new lights which will be erected around the Town throughout November have been purchased. He encouraged Councillors to help with the preparation for the Event and also throughout the day. Cllr Scallon advised that 50 stewards are required throughout the day. The Clerk advised that there are only 3 stalls remaining and that we will be using the Hall at the United Reformed Church to accommodate more indoor stalls this year. Cllr Kemp advised that he is consulting with the National Trust to secure parking in the Park for the event.

154/19 PETWORTH FAIR

Cllr Kemp reported that in an effort to reinvigorate the Fair, it is under new management with Alex Rees & Cathy Whitby joint Chairpersons of the new committee. He advised that the Clerk has submitted the temporary road closure request and sought Councillors’ support in attending future meetings. Cllr Smith offered to assist and attend meetings if required.

155/19 COMMITTEES AND WORKING GROUPS MEMBERSHIP

It was agreed that the revised committees and working groups membership is as follows:

Finance & General Purposes Committee:

Cllr N. Fox
Cllr J. Fynes
Cllr C. Kemp *ex officio*
Cllr M. Peet
Cllr E. Singleton
Cllr A. Copus
Cllr C. Sproson

Open Spaces Committee:

Cllr S. Atkins
Cllr H. Desai
Cllr A. Copus
Cllr J. Fynes
Cllr C. Kemp *ex officio*
Cllr M. Peet
Cllr J. Scallon
Cllr C. Sproson

Farmers Market:

Cllr C. Kemp
Cllr M. Peet
Cllr J. Scallon
Cllr C. Smith
Leesa Barrett
Alistair Baldwin

Wheeled Sports:

Highways, Traffic & Planning Committee:

Cllr S. Atkins
Cllr D. Burden
Cllr P. Hewlett
Cllr C. Kemp *ex officio*
Cllr E. Singleton
Cllr C. Smith
Cllr C. Sproson

Staffing Group:

Chair of F&GP Committee
Chair of Traffic & Planning Committee
Chair of Open Spaces Committee
Cllr E. Singleton
Cllr J. Thorpe

Petworth Visitors Group:

Cllr R. Booth
Cllr J. Fynes
Cllr C. Kemp
Cllr C. Sproson
Cllr J. Thorpe
Cllr E. Singleton

Christmas Event:

Cllr S. Atkins
Cllr C. Kemp
Cllr M. Peet

Cllr R. Booth
Cllr A. Copus
Cllr J. Scallon
Cllr C. Smith
Cllr H. Desai
Cllr E. Singleton

New Premises:

Cllr D. Burden
Cllr A. Copus
Cllr N. Fox
Cllr C. Kemp
Cllr C. Sproson

Traffic Working Group:

Cllr A. Copus
Cllr J. Fynes
Cllr P. Hewlett
Cllr M. Peet
Cllr J. Scallon
Cllr E. Singleton
Cllr C. Smith

Community Hub:

Cllr J. Thorpe
Cllr C. Kemp
Cllr R. Booth
Cllr C. Sproson
Cllr E. Lintill

156/19 TO RECEIVE THE REPORT FROM THE INTERNAL AUDITOR

Cllr Copus advised that all recommendations made are in hand and proposed the Council accept the report from the internal auditor. Cllr Copus' proposal was seconded by Cllr Booth and unanimously approved. Cllr Copus advised that the external auditors' reports was received last week with no actions required or recommendations made. He asked the Clerk to upload the external report to the website.

157/19 HEALTH & SAFETY POLICY

Cllr Copus advised that the proposed revisions to the Health and Safety policy have been approved by the Open Spaces committee and now require Full Council's adoption. Under Cllr Copus' proposal, seconded by Cllr Sproson, the revised Health and Safety policy was unanimously approved and adopted by the Council.

158/19 FINANCIAL REGULATIONS

Cllr Copus advised that the proposed revisions to the Financial Regulations have been approved by the Finance and General Purposes committee and now require Full Council's adoption. Under Cllr Copus' proposal, seconded by Cllr Booth, the revised Financial Regulations were unanimously approved and adopted by the Council.

159/19 NEW HOMES BONUS

Under the proposal of Cllr Copus, seconded by Cllr Smith and unanimously approved, the Council accepted the conditions as set out in the 'Agreement relating to New Homes Bonus (Parish Allocations) 2019/20 for the award of £1,050 in respect of a sound upgrade within Leconfield Hall.

160/19 NEXT FULL COUNCIL MEETING (Information Only)

The next meeting of the Town Council is scheduled to be held on Thursday 21st November 2019.

Meeting closed 8.56pm.

Signed
Chairman

Date.....